



THE SIGNATURE AT MGM GRAND POLICIES & PROCEDURES

The Signature at MGM Grand Convention Services Department is honored that you have chosen us to host your event. Your Convention Services Manager becomes the main contact for all details involving function arrangements, reservations and billing procedures, as well as, providing recommendations for outside services if necessary.

These Policies and Procedures are being provided to help ensure that all guests of The Signature at MGM Grand receive uniform excellence in service. Please review them carefully.

ACCESS AND RIGHT TO ENTER

Representatives of The Signature at MGM Grand may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

ADDITIONAL GUEST CHARGES

A charge of \$40.00 added for each guest over double occupancy with a maximum of four (4) guests per room.

ADDITIONAL LABOR CHARGES

Additional labor charges may be incurred if a group requests changes to the room setup after the room has been set. The Signature at MGM Grand will do their best to accommodate the room setup changes; however, it will be based on business levels and availability of our convention staff. At the time the change is requested, your CSM will advise whether or not the room setup change can be accommodated, the approximate time it will take to complete the changes, and if additional labor charges will apply.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Meeting Group agrees to provide proper ramp access to all elevated exhibit booths and/or nonpermanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in public areas, including, but not limited to the Casino, theaters, Event Center, restaurants and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

ANIMALS

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by you and then by the CSM. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests. Seeing eye/assistance animals are always permitted.

AUDIO VISUAL

The Signature at MGM Grand's in-house A/V department is the exclusive provided for all audiovisual needs. Providing your own audiovisual equipment is not permitted unless approved in advance by Hotel.

BAGGAGE HANDLING

Individual: Guests arriving individually are greeted at the front door by a bell person and will be given a claim check for their luggage. The guest may then call from their room to prompt delivery.

Group: All group arrivals are subject to a mandatory baggage handling charge. This charge covers the handling of baggage both arrive to and departing from the hotel. In the event group requires baggage delivery in an auxiliary area aside from the designated hotel bag drop area, an additional fee may also apply.

BALLOONS

The use of helium balloons smaller than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Mylar balloons are not allowed anywhere on property. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee may apply should the balloons be left on property after the event. Please advise your CSM should you be using balloons.

BROADCASTING/TAPING/RECORDING

Meeting Group may not broadcast (either live or on a delayed basis), tape or record on hotel property for any purpose or by any means without receiving written permission from The Signature at MGM Grand. Please contact your CSM for details.

CASH ADVANCES (paid outs)

Cash advances may be obtained if approved by the Finance Department prior to your arrival. Your company/association must have previously submitted a credit application and have been approved for direct billing by the hotel Finance Department. Cash advances cannot be approved for credit card payments. For more detailed information regarding cash advances, please see your CSM.

MGM Resorts International is subject to strict State and Federal currency reporting and handling laws. Cash advances require positive identification and may be reportable to the Nevada Gaming Control Board, U.S. Treasury and the IRS.

CATERING POLICIES AND GENERAL INFORMATION

Guarantees: Guaranteed number of attendees for all functions must be received by the Catering Office no later than 11:00am PST, three (3) business days (excluding Saturday, Sunday, and National Holidays) prior to the commencement of your functions. You ("Group") will be charged the guaranteed number, or the number of people actually served, whichever is greater. For groups with assigned seating, Group's diagram must be submitted with Group's guarantee. In addition, we ("The Signature") will not set up more than 3% above Group's guaranteed number. If no guarantee is received, the number of guests indicated on the function sheet would be the guaranteed attendance. The Signature reserves the right to charge room rental, service charges and/ or relocate your Group to a smaller room if there is a reduction in the guaranteed numbers.

Tax and Service Charge: Food and beverage prices are subject to a service charge and sales tax at the prevailing rate. Current service charge and sales tax is 23% and 8.25%, respectively. Tax exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two (2) weeks prior to the event.

Food and Beverage: To insure compliance with Clark County Health Department food handling regulations, food will be consumed on the hotel premises at the contracted time. The Signature is the sole provider of all food and beverages served in the banquet facilities. The Signature is the only authorized party able to sell and serve liquor, beer, and wine on premises. Food and beverage pricing is subject to change without notice. Pricing may be guaranteed up to six (6) months if requested and confirmed in writing.

Service Charges:

Bartenders: \$200.00 (1 per 100 guests)

Attendant/Chef/Carver: \$200.00

Cashier: \$200.00 (1 per 100 guests)

Parquet Dance Floor: \$250.00

Cash Bar: \$500.00 minimum revenue required per bar

CATERING POLICIES AND GENERAL INFORMATION (continued)

Outside/Poolside Events: Due to the architectural nature of the pool area additional lighting charges and labor fees will be assessed for outdoor and poolside events. There is a nominal rental fee for all pool events to cover the costs of labor and lighting. The Signature reserves the right to make the final decision to use indoor facilities in case of inclement weather on the day of the event. Disposable products will be used. Glassware and china are not permitted for outdoor events.

Miscellaneous:

Any function with an admission charge or fee, or which has merchandise for sale, must be approved and licensed by the Clark County Business License Department. A copy of the Certificate must be presented to the Catering Office at least three (3) business days prior to the event. Please call 702-455- 4252 for more information.

When alcoholic beverages are served, The Signature reserves the right to require that all guests must be 21 years of age. The Signature reserves the right to refuse the sale of alcoholic beverages at all times to anyone. The Signature is the only licensed authority to sell and serve liquor for consumption on the premises. Bringing liquor into the meeting space is strictly prohibited.

Split Entrees: Selection of the entrees needs to be given to the Catering Office at least seven (7) business days prior to the event. A selection of two (2) entrees will be surcharged \$20.00 per person and applies to the highest priced entrée selection. It is the responsibility of the client to identify the guest's choice of entrees by issuing tickets, special seating or badges for the MGM Grand Banquet Department.

Service Times: Lunch menus are available between the hours of 11:00am and 2:00pm. All events outside this time will be subject to the dinner or breakfast menu selections and prices.

The Signature offers complimentary linen in chocolate or ivory. If you prefer specialty linens they are available at an additional cost. To ensure receipt of specialty linens your Catering manager must receive all requests at least three weeks prior to the date required.

CHECK-IN / CHECK OUT

Check-in time is 3pm and checkout is 11am. If rooms are requested prior to check-in time they will be accommodated based on availability. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

CONVENTION SERVICES

The Convention Services Department will be in contact with Meeting Group following receipt of the signed agreement. The Catering & Convention Service Manager becomes the main contact for all details involving function arrangements, social events and billing procedures, as well as providing recommendations for outside services if necessary. Any additional requests for function rooms will be on a space available basis. A firm detailed schedule must be furnished to the Catering & Convention Service Manager no later than 30 days before the program.

CREDIT APPLICATIONS

Direct billing privileges may be established for those accounts incurring \$10,000 or more in charges and, if a credit application is submitted to the Finance department no later than 90 days prior to the first arrival date. If direct billing is approved, a master account will be established.

At least 90 days prior to your program, your CSM will draft an "estimated charges" worksheet for you. Once complete, accounting will work with you for all required deposits as outlined in the contract or license agreement. They will also advise you of your credit approval status.

DAMAGE TO PROPERTY

Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of The Signature at MGM Grand, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers.

Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, hotel equipment or property. Meeting Group shall return the Function Space to The Signature at MGM Grand in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.

Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels and pallets must at all times be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Meeting Group will be charged by hotel for any damages incurred by their exhibitors or exposition company.

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and The Signature at MGM Grand.

DRONES

Please be advised that drones are not allowed to be operated anywhere on MGM Grand and/or The Signature at MGM Grand property. There are very limited scenarios where this policy may be considered, however, prior review and approval (in writing) must be obtained from Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

EMERGENCY EQUIPMENT

The Signature at MGM Grand is equipped with alarm and sprinkler systems. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. The Signature at MGM Grand Security Office monitors all building emergency systems throughout the facility. It is imperative that all fire hose cabinets, strobes, and fire extinguishers be kept clear, accessible, and free of obstructions at all times. The fire hose cabinets, strobes, and fire extinguishers are permanent fixtures of the facility and cannot be moved.

EXCLUSIVE PROVIDERS

The Signature at MGM Grand is the exclusive provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical & Plumbing, Food & Beverage, Telecommunications, Internet Connections (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third party networks not controlled by MGM Grand or the Meeting Group or its affiliates). Any damages caused by Meeting group, Meeting Group's attendees, and Meeting Group's production / audio visual supplier will be the responsibility of the Meeting group.

EXHIBITS

The Signature at MGM Grand will provide up to 15 table-top displays (6 or 8 foot tables) including standard linen and table skirting, one chair and one wastebasket at no charge during Meeting Group's program. A charge of \$150 per display will be charged for 16 - 25 displays. Tabletop displays in excess of these numbers must be furnished by an outside decorator/exhibit company. MGM Grand can provide phone lines, signage, AV equipment, etc. at a charge.

FIRE MARSHAL REGULATIONS

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or "put into test mode". This process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. Charges will apply for fire watch during rehearsals and show. In the case of Pyrotechnics/Flame Effects, a permit is required from the CCFD. Please submit your pyrotechnic/hazing schedules to your CSM, 30 days prior to your event. Please note we cannot allow pyrotechnic displays outdoors if the wind speeds are 10mph or greater.

FLORAL

For any event occurring on the premises requiring floral, MGM Grand's in-house floral department must be used. Accommodation fees will be assessed to production companies previously approved to utilize their own equipment.

INSURANCE

For programs that are expecting more than 75 attendees, a copy of your certificate of insurance (COI) is due to The Signature at MGM Grand 30 days prior to your event. The certificate must list all days of your license of the facility, and include the following coverage:

- Worker's Compensation insurance in accordance with Nevada Law covering your employees.
- Employer's Liability
- Commercial General Liability
- Comprehensive Auto Liability

Please consult your contract and license agreement (if applicable) for the amount of coverage required for each of the above.

All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state MGM Grand, its parent company, subsidiaries and affiliates are named as additional insured. The certificate is unacceptable if all of these entities are not named.

Your exhibitor contract must indicate that exhibitors and your company/association shall indemnify and hold harmless MGM Grand from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits. See the Indemnification paragraph in your Hotel Contract and/or as outlined in the License Agreement. NOTE: This policy applies to your organization and to any subcontractors you may utilize to provide services during your meeting/convention.

LOST OR STOLEN PROPERTY

The Signature at MGM Grand shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of The Signature at MGM Grand.

MEETING GROUP ENTERTAINMENT

Meeting Group acknowledges that MGM Resorts International has a reputation for offering high-quality entertainment and services to the public, is a publicly-held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Meeting Group's functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Meeting Group shall obtain The Signature's written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with company's standard policy regarding risqué or questionable material and that no disparaging remarks toward gaming, The Signature, its directors, officer or employees or those of any affiliate of MGM Grand shall be made.

MEETING ROOM GUIDELINES

Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances, and must be approved by Convention Services. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.

No plants or furniture may be moved or relocated from the hallways or meeting rooms unless prior arrangements have been made with your CSM. A removal fee will be assessed for all relocations.

Changes to meeting room set ups may be subject to an additional labor charge should the changes be made less than 48 hours prior to a function or if there is an extensive meeting room set up or turn required. There are also charges for any same day room turns.

The standard meeting room amenities include water service, note pads and pens at a water station. Additional amenities are available on request at a reasonable charge.

Specific room assignments may be changed as needed. Sufficient space will be made available to accommodate meeting/function/exhibit requirements. The Signature at MGM Grand reserves the right to maximize space usage for all function space.

Meeting rooms which contain air walls cannot be secured. You are responsible for security in areas you have contracted. Hotel bears no responsibility for equipment left in the meeting rooms. Security is recommended in any rooms where you may be planning to leave valuable equipment i.e. meeting rooms, or display areas in public foyer space and it is required for all trade shows. Security can be contracted to provide coverage. Please contact your CSM for current rates.

Hotel maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, podiums, easels, dance floor and linens. This inventory is shared by all groups in the facility and will not be dedicated to any one group. Should your equipment requirements be greater than what can be provided, rental costs may be your responsibility.

Please check with your CSM before leaving audio-visual set ups in meeting rooms overnight. Twenty- four hour set up holds must be pre-arranged and, in some instances, AV set ups may have to be torn down and re-set for subsequent meetings or functions. Security is recommended.

NETWORK AND INTERNET CONNECTIONS

Meeting Group may not attach any hardware or software to any networking and Internet access services provided by The Signature at MGM Grand, or allow its attendees to do so, other than hardware and software approved by the hotel or end user equipment (such as laptops and mobile phones, but not routers or networking equipment) owned by attendees that agree to any applicable terms of use required to access the services. If the Meeting Group is permitted by the hotel to attach a router or other wireless networking equipment to the hotel's network, it shall not use a network identifier (i.e., a Service Set Identifier or SSID) that contains the hotel's name without approval from The Signature at MGM Grand, or other name to which the hotel reasonably objects. The Signature

at MGM Grand may require Meeting Group or its attendees to remove any hardware or software from the hotel's network or otherwise prevent hardware or software from connecting to the hotel's network without notice and without refund.

NEVADA CLEAN INDOOR AIR ACT

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the meeting and convention spaces. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, theaters, arenas, arcades, retail stores and other indoor public spaces.

PARKING NOTICE

Beginning on June 1, 2016 vehicles that are self-parked at any MGM Resorts parking facility for longer than one hour will be subject to a parking fee. The self-parking fee is \$7 for vehicles parked between 1-4 hours and \$10 for vehicles parked between 4-24 hours at the following resorts: Bellagio, Aria, MGM Grand, New York - New York, Mandalay Bay & Mirage. The self-parking fee is \$5 for vehicles parked between 1-4 hours and \$8 for vehicles parked between 4-24 hours at the following resorts: Monte Carlo, Luxor and Excalibur.

The valet parking fee is \$13 for the first 4 hours (no grace period) and \$18 for between 4-24 hours at the following resorts: Bellagio, Aria, Vdara, MGM Grand, Mandalay Bay, Delano, New York - New York & Mirage. The valet parking fee is \$8 for the first 4 hours (no grace period) and \$13 for between 4-24 hours at the following resorts: Circus Circus, Monte Carlo, Luxor and Excalibur. All parking fees repeat every 24 hours. Parking fees may be higher during special events.

Self-parking is complimentary for M life members level Pearl and higher and valet parking is complimentary for M life members level Gold and higher. All complimentary parking is subject to availability. For registered hotel guests, the 24 hour parking fee (self or valet) includes "in and out" privileges at the guest's originating MGM resort and also includes the same "in and out" parking privileges at any other MGM resort within the same 24 hour period, subject to availability.

Parking fees are subject to change and parking is subject to availability.

PAYMENT OPTIONS

The Signature at MGM Grand will utilize an e-billing system, BillDIRECT, to present all invoices. Your billing representative will provide login credentials when your first invoice becomes available. BillDIRECT offers electronic invoices and payments for your convenience by ACH or credit card. MGM Grand also accepts payments by check or wire. Payments by check must be drawn on a U.S. bank payable in U.S. dollars and be received 14 days prior to the first scheduled arrival. Deposits must follow the outlined format in the Hotel and/or License Agreement. MGM Resorts International Accounts Receivable department processes all pre-show deposits and prepares the final billing invoice. You are responsible for remitting full payment of the final invoice within 30 days of receipt. (Terms may vary, please consult your contract for full payment information). In the event there is a dispute, MGM Grand requires that full payment be sent less disputed amounts.

PRINTED MATERIALS

We request that your sales contact and Convention Services Manager be added to your mailing list to receive all materials concerning the Hotel. In this way, we can share with our staff all printed materials in the possession of your prospective attendees. Any advertising utilizing The Signature or MGM Grand name and/or logo must be approved prior to distribution, in writing, by The Signature and/or MGM Grand.

RETAIL SALES TAX

The Nevada Administration Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event. This means you are responsible for these taxes.

If Meeting Group is tax exempt the State of Nevada requires a copy of the following on file with <Hotel>:

- NEVADA tax-exempt sales tax permit providing the evidence of non-taxability.
- U.S. Government Tax-exempt sales tax permit.

Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

ROOM DELIVERIES (non-room service)

Items are placed inside the sleeping rooms after a guest has checked in. Items will not be delivered prior to arrival. All deliveries will be charged \$3.00 per item per person. Any items requiring a transfer from a location other than the Bell Desk will incur an additional \$0.50 fee per item.

SALE OF MERCHANDISE

Meeting Group may not utilize the hotel function space or property for the purpose of selling merchandise or services without the prior written approval of and under the conditions established by The Signature at MGM Grand, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group.

SECURITY

Should Group desire security for event, or if it is the type of event for which The Signature at MGM Grand will require Group to provide security, the security provided must be licensed to operate in the State of Nevada and an approved vendor through MGM Resorts International's Corporate Security. At Group's request, the hotel will provide a list of security companies acceptable to MGM Grand.

SHIPPING/PACKAGES:

Shipping Procedures

Please ship all materials to the below addresses:

For events held at The Signature at MGM Grand:

The Signature at MGM Grand

145 E. Harmon Ave.

Las Vegas, NV 89109

Attn: Guest Name / Group Name / Group Dates

The Concierge in the Hotel is located next to the Front Desk area in Tower One. This is where you will pick up your packages.

Please be advised of the inbound/outbound handling fees assessed to all packages based on the weight of each package.

0-15 lbs. \$7.00

16-30 lbs. \$14.00

31-50 lbs. \$21.00

51-75 lbs. \$28.00

76-99 lbs. \$40.00

100+lbs. \$0.75 per lb.

SHIPPING/PACKAGES (continued)

Our Concierge will gladly store conference materials and packages that arrive within five (5) days of your conference.

ON THE SHIPPING LABEL, PLEASE INCLUDE THE FOLLOWING:

- The Group's Name
- Arrival/Departure Dates
- Indicate Number of Packages Being Sent (i.e.: 1 of 5, 2 of 5, etc.)
- Recipient's Name (name of the person claiming packages)

Note: Do not send packages to the service manager's attention.

SIGNAGE AND DISPLAY ADVERTISING

The Signature has electronic reader boards outside each meeting room.

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Audio Visual department. It is the policy of Hotel that all signage approved by Hotel must be 28" high x 22" wide and must be professionally printed. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel. Meeting Group, its agents, contractors and employees, may not affix signage to any wall located on the Hotel property.

SMOKING POLICY: The Signature at MGM Grand is a non-smoking and non-gaming facility.

TRADEMARK

Neither party is authorized to use any trademark, trade name, nor service mark owned or registered by the other party, its parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates.

GREEN ADVANTAGE

MGM Resorts International is committed to being a leader in environmental stewardship, bringing value to our shareholders and the communities in which we operate. The MGM Resorts Green Advantage, our environmental responsibility program, was created to increase the sustainability of our company and is designed to focus on reducing our consumption of the planet's limited resources. Utilizing the MGM Resorts Green Advantage framework, The Signature Strives to:

1. Understand our impact on the environment and implement best practices to reduce it.
2. Ensure that environmental responsibility is a priority at all levels of our organization.
3. Support sound public policy that creates positive environmental change.
4. Develop and support business partnerships with others who share our passion for the planet.
5. Never be complacent with our accomplishments, but always strive to do more. Our comprehensive strategic plan for environmental responsibility is designed to reduce our consumption of the planet's limited resources. To achieve our sustainability goals, we focus on the following five core areas:
 1. Energy and Water
 2. Green Building
 3. Waste and Recycling
 4. Supply Chain
 5. Outreach and Education

We create, implement, and measure sustainable strategies across all five core areas. For further information please see www.mgmresorts.com/environment.

**All pricing in this document is subject to change.